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# Property Tax Exemptions For Organizations

An Information

**GUIDEBOOK**

*Thomas M. Menino, Mayor  
City of Boston*

*John C. Simmons  
Chief Financial Officer*

*Ronald W. Rakow  
Commissioner  
Assessing Department*







## **ASSESSING DEPARTMENT**

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Boston City Hall, Room 301, Boston, MA 02201

March 1996

Dear Colleague,

As Commissioner of the Assessing Department, I am committed to creating an assessment system that taxpayers can look to as an example of efficiency, creativity and performance. Part of this commitment includes enhancing the understanding of this system by the companies, industries, organizations and institutions that make their home in Boston.

This guide is intended to be an overview. It explains statutes and policies relating to property tax exemption, as well as the responsibilities that organizations must fulfill in order to retain the benefits of exempt status. It also seeks to clarify several understandable misconceptions often held by organizations. For more detail on tax exemption statutes, please consult the Massachusetts General Laws or your attorney.

The Assessing Department developed this publication for use by Boston residents, tax-exempt institutions, government officials and non-profit organizations, as well as community and elected leaders. We hope you will find it helpful and would appreciate hearing any comments and suggestions you may have. If you would like to make comments, ask questions or request additional copies of this publication, please call the Tax Policy unit at 635-4586.

I appreciate your interest in furthering your understanding of property tax administration in the City and the Commonwealth.

Sincerely,

Ronald W. Rakow  
Commissioner of Assessing





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# **Introduction**

This booklet explains the rights and responsibilities regarding property tax exemptions available in the City of Boston for property owned by charitable and other similar organizations. The Boston Assessing Department is strictly governed by Massachusetts law with respect to property taxation and exemptions, and where appropriate, legal references are cited. More detail on specific topics can be found in the Glossary and Appendices.

## **The Property Tax**

Property taxation is the major revenue source for local government in Massachusetts. The property tax funds municipal services, such as police, fire, public works and education. In general, privately owned properties - residential, commercial, industrial and personal - are subject to property taxation. State law does, however, provide for an exemption from the property tax for some properties used for specific purposes. Certain institutions and organizations - including non-profit hospitals, schools, cultural institutions and social service organizations - serve an important social function. As such, the missions of these institutions and organizations have traditionally been supported and subsidized through exemption from the property tax.

The property tax is an "ad valorem" (based on value) tax. In Massachusetts, properties must be assessed at their full and fair cash value, also known as fair market value. A tax rate is applied to the assessed value for a property in order to determine the tax liability in a given year. Pursuant to Massachusetts law, the City of Boston has adopted "classification" of real property (M.G.L. c. 59, § 2A), which allows communities to tax residential properties at a lower rate than properties used for business and other non-residential uses. Of the 351 cities and towns in the state, 103 use a lower tax rate for residential property.

The term "property" includes both real and personal property. Real property - also known as real estate - is land and all "improvements," such as buildings. Each parcel of real property in Boston is identified by a unique, ten-digit parcel identification number. Personal property is defined as physical items not permanently attached to the real estate (M.G.L. c. 59, § 4). In most cases, personal property consists of furnishings, fixtures and equipment used in the conduct of business. Personal property is taxed at the same rate as commercial and industrial real estate.

## Assessment Date

The assessment date is used to establish the condition, occupancy and use of a parcel of property for the duration of the fiscal year. The assessment date is the January 1 date preceding the beginning of the fiscal year. For example, the assessment date for Fiscal Year 2000 (which will run from July 1, 1999 through June 30, 2000) will be January 1, 1999 (M.G.L. c. 59, § 11).

## Property Tax Bills

Taxpayers receive quarterly tax bills, beginning in July. The first two tax bills, mailed in early July and early October, are estimated bills. Amounts to be paid are usually based on the previous fiscal year's tax bills. The third quarter bill, issued in late December, reflects the actual tax rate and assessed value for each property. Taxpayers have a thirty-day period, immediately following the mailing of the third quarter bill, to appeal the assessment or classification of their property. To appeal an assessment or classification, an abatement application must be filed with the Assessing Department as described below. The fourth quarter bill, mailed in early April, is usually similar in amount to the third quarter bill.

# **// Property Tax Exemptions**

## **State Laws Regarding Exempt Organizations**

An organization applying for a property tax exemption has the burden of proving that the organization falls within the statutory definition of an exemption provision, and is therefore entitled to its benefits. Most exemption provisions applicable to local property taxation are found within Massachusetts General Laws, in Chapter 59, Section 5. Exemption from the property tax does not, however, generally extend the exemption to any betterment or special assessment for public improvements. For example, an organization that is otherwise tax-exempt is still liable for a special assessment on a sidewalk improvement.

In cases where a portion of a property is used for an exempt purpose and a portion is taxable, a partial exemption is provided. Separate parcel numbers are assigned to the taxable and exempt portions of the property.

## **Use and Occupancy**

Property must be owned, occupied and used for an exempt purpose as of the first day of the fiscal year, July 1, in order to be eligible for a property exemption in a given fiscal year. This date is commonly referred to as the exemption qualification date. For example, in Fiscal Year 2000, the exemption qualification date will be July 1, 1999.

Not all property owned by a "non-profit" corporation is exempt from local property taxation. Real estate owned by a non-profit organization is taxable if it is:

- vacant or unused;
- leased to a non-charitable organization;
- owned by a charitable organization, but used for a non-charitable purpose; or
- owned by a taxable organization or individual and leased to a non-profit organization.



### *Acquisition of Property by an Exempt Organization*

In a case where property is taxable as of the assessment date (January 1) but is subsequently acquired by an exempt organization, that property may be eligible for exemption in the ensuing fiscal year, so long as it is occupied and used for an exempt purpose as of the exemption qualification date, July 1. For example, if a private business owned a parcel of taxable property on January 1, 1999, and sold it to an exempt institution before July 1, 1999, and the exempt organization occupied and used that property for an exempt purpose as of July 1, 1999, the parcel would be eligible for exemption from the property tax for Fiscal Year 2000. However, all property taxes for Fiscal Year 1999 must be paid.

If the exempt organization purchases the property after July 1 (in the example above, after July 1, 1999), it is responsible for property taxes on the parcel during the entire fiscal year and would not be eligible for exemption until the next fiscal year.

If an exempt organization acquires property that was previously taxable, it is responsible for any and all back taxes relating to the previous taxable use that may be outstanding on the property. Acquisition of such properties by an exempt organization does not eliminate outstanding legitimate taxes, costs and interest.

### *Sale of Property by an Exempt Organization*

A parcel formerly owned by an exempt organization that is sold to another organization or individual is returned to the tax rolls and is subject to a "pro forma" tax as of the date of the sale. If the purchaser believes that the property is still eligible for exemption, the purchaser has the responsibility of applying for exemption. For more detail on applying for an exemption and pro forma taxation, please see pages eight and seventeen, respectively.

## **Categories of Exempt Organizations**

### *Charitable Organizations (Clause Third)*

The term "charitable organization" is given to a corporation or the beneficiary

of a charitable trust organized for literary, benevolent, charitable, scientific or temperance purposes. Non-profit educational institutions and hospitals are examples of charitable organizations. An organization will be considered charitable if the dominant purpose of its work is for the public good, and is not limited to the benefit of its members or of a limited class of persons. Generally, the exempt organization must be perceived under the law as providing a benefit for the public, not for a special interest. Only real estate owned and occupied by the organization for its charitable purposes, or owned by one qualifying organization and occupied by another organization that qualifies for charitable exemption in its own right, will be exempt from property taxation. All personal property of the charitable organization will be exempt from the personal property tax, regardless of use.

### ***Veterans Organizations (Clause Fifth)***

The real and personal property owned, or held in trust for the benefit of incorporated organizations of veterans - of any war in which the United States has been engaged - will be exempt up to the amount of \$200,000, provided that the real estate is actually used and occupied by the incorporated veterans organization; and provided that the net income is used for charitable purposes. Portions of the property occupied by tenants, even if the tenants are other veterans organizations, are taxable.

### ***Fraternal Organizations (Clause Seventh)***

Only the personal property of fraternal societies operating under the lodge system is exempt. Any portion of the real estate that is exclusively devoted to a charitable purpose must qualify for exemption under Clause Third.

### ***Churches/Religious Organizations (Clauses Tenth and Eleventh)***

Clause Tenth exempts personal property owned by - or held in trust within Massachusetts by - religious organizations, whether incorporated or not, if the organization's financial assets are used or appropriated for religious, benevolent or charitable purposes. Under Clause Eleventh, houses of religious worship owned by, or held in trust for the use of, religious organizations are exempt from real estate property taxation. Parsonages owned, or held in irrevocable trust, for the exclusive benefit of the religious organization are tax-exempt. The exemption

does not extend to any portion of any house of worship appropriated for purposes other than religious worship or instruction. The occasional or incidental use of such property by a non-affiliated organization will not, however, cause the religious organization to lose its exemption.

Portions of the property used for purposes other than those listed within Clause Tenth or Eleventh are subject to taxation, unless the use and occupancy of those portions or parcels qualify for exemption under Clause Third (Charitable Organizations) and the religious organization, itself, qualifies under Clause Third.

### *Horticultural/Agricultural (Clauses Fourth and Fourth A)*

Clause Fourth exempts those portions of real estate owned by incorporated horticultural societies that are used for their offices, libraries and buildings.

Clause Fourth A exempts the real and personal property of incorporated agricultural societies, in those cases where the property is used exclusively for the purposes of agricultural societies. If, however, the whole or any part of the real estate is used for anything other than agricultural exhibition purposes - and if income is derived from such use - the real estate shall not be exempt. Furthermore, the real estate shall not be exempt if the society has not held an agricultural exhibition for the last three years.

### *Cemeteries (Clauses Twelfth and Thirteenth)*

Under Clause Twelfth, cemeteries, tombs and rights of burial, and buildings owned by religious non-profit corporations that are used exclusively in the administration of such cemeteries, are exempt from taxation. Clause Thirteenth exempts personal property held by religious societies and cemeteries, incorporated or unincorporated - or held by any corporation - for the perpetual care of graves and cemeteries. The exemption does not apply to any personal property held by a cemetery corporation which distributes any of its income or profits among stockholders or members.





# **Requirements for Exempt Organizations**

## **Annual Filings**

### **Form 3ABC**

Every year, charitable and veterans organizations and cemeteries must file Form 3ABC with the Assessing Department on or before March 1 preceding the fiscal year at issue. For example, for Fiscal Year 2000 (July 1, 1999-June 30, 2000), the Form 3ABC filing deadline is March 1, 1999.

Form 3ABC is a list, provided under oath, of all real and personal property of the organization owned as of January 1 of the tax year. If an organization fails to file the Form 3ABC in any year, no exemption can be granted, and even previously exempt properties must be taxed. Even if the organization owns no real property, it should file a Form 3ABC annually in order to be eligible for exemption from personal property and motor vehicle excise taxation (M.G.L. c. 59, § 29). Form 3ABC is available at legal stationery stores. A sample of Form 3ABC is included in the Appendix.

A religious organization seeking exemption for a House of Worship under Clause Eleventh is not required to file Form 3ABC. Nevertheless, if part of the property is occupied for purposes that qualify for charitable exemption, rather than religious exemption, the organization must file Form 3ABC.

### **Form PC-1**

The organization must attach a copy of the annual report (Form PC-1) - which is filed with the Division of Charities in the Office of the Attorney General - to the Form 3ABC that is filed with the Assessing Department. If the organization has not yet filed Form PC-1 as of March 1 of the tax year, the organization must still file Form 3ABC with the Assessing Department on or before March 1 and include a statement indicating when Form PC-1 will follow. An organization must also attach a copy of federal tax returns containing unrelated business income taxable under Section 511 of the Internal Revenue Code. A sample of Form PC-1 is included in the Appendix.

## Applying for Exemption

In a given fiscal year, the third quarter bill, issued in late December, reflects the actual tax rate and assessed value for each property. Taxpayers have a thirty day period, immediately following the mailing of the third quarter bill, to appeal the assessment or classification of their property. To appeal an assessment or classification, an abatement application must be filed with the Assessing Department as described below.

In some circumstances, the Assessing Department, at its option, **may** review materials relative to tax exemption in advance of the abatement filing period. On the basis of such a review, a determination of tax status can be made which would be reflected on the third quarter bill. However, the Assessing Department is under no statutory obligation to review such materials. If you believe the property qualifies for tax exemption, you are strongly advised to timely file an application for statutory exemption.

Once a third quarter tax bill is issued for a property, timely submission of an abatement application is the only remedy to challenge the tax status of the property. This is true even if an organization has submitted materials on the informal basis described above.

### Abatement Application

If an organization has received a tax bill for a parcel of property which the officers of the organization believe should be exempt, the organization should file an application for abatement. Four quarterly tax bills are issued during the fiscal year. The first two bills, issued in early July and early October, are estimated, and abatement applications are not accepted relative to these bills. The third quarter bill, issued in late December, reflects the actual tax rate and assessed value for each property. Taxpayers have a thirty-day period, immediately following the mailing of the third quarter bill, to file an abatement application (M.G.L. c. 59, § 59). Applications are available at the Assessing Department during the month of January. A sample abatement application is included in the Appendix.

An organization seeking exemption for a particular property for the first time must follow the abatement procedure described above. After the exemption



has been established - and as long as the organization meets its ownership, occupancy, use and annual filing requirements - filing an application for abatement is not necessary in subsequent years. Nevertheless, if at any time a tax assessment and tax bill is issued, even if the City is in error, the organization must reestablish its exemption through the abatement procedure. A tax bill will automatically be issued any time a change in title to the property occurs, even as part of an internal organizational transfer. An organization that receives a real estate or personal property tax bill, but feels it should be exempt, should never ignore the bill. To do so will likely preclude an appeal of the tax.

A separate application for abatement of real estate tax must be made for each parcel of property in question. In addition, a separate application for abatement of personal property tax must be made for each personal property tax bill.

### **Information Requisition Form**

Supporting documentation must be submitted with the application. The Assessing Department will issue an Information Requisition form requesting information in support of the application for abatement that is available with the application (M.G.L. c. 59, § 61A) at the time the application is pursued. The organization must file the Information Requisition form within 30 days after the filing date of the application. A sample Information Requisition form is included in the Appendix.

The Information Requisition form seeks information regarding the ownership and occupancy of the property, including occupancy by other organizations. The form also requests documentation with respect to the exemption status of the organization for state and federal purposes. After this form is received, an Assessing Department staff member will verify the use and occupancy of the property by an inspection.

### **Tax Liability and Accrued Interest**

Filing an application for abatement does not stay the collection of taxes and the incurring of interest. If the total real estate tax is more than two thousand dollars (\$2,000), the organization must pay the full tax due in timely quarterly installments in order to preserve its appeal rights and receive a refund under the abatement procedure. As an alternative, the taxpayer may pay an amount

equal to the average tax bill for the previous three years (M.G.L. c. 59, § 64); however, the taxpayer must **carefully** follow statutory guidelines when exercising this option. If the total real estate tax is two thousand dollars (\$2,000) or less, timely payment is not a prerequisite to the appeal of a decision by the Assessing Department.

With respect to personal property, an organization must pay at least half of the tax regardless of the total amount of the personal property tax in order to maintain its appeal rights. If a decision is rendered in the organization's favor, any such payments shall be refunded to the organization.

## Role of Board of Review

The Assessing Department's Board of Review is authorized by city ordinance to review all applications for abatement and exemption, and to make a recommendation to the Commissioner of Assessing relative to appropriate action. The Board of Review is comprised of three members, appointed by the Mayor (CBC, Ord. § 6-2.4)

## Notice of Decision

The Assessing Department must act on an application for abatement within three months after the date on which it is filed. If a decision has not been reached by the Department on a case within the three-month period, the application is automatically denied by reason of inaction.

A Notice of Decision granting an abatement will be mailed if the Board of Review and the Commissioner of Assessing determine that the property qualifies for exemption or partial exemption. The decision will be followed by an abatement certificate and instructions for obtaining a refund (if applicable) corresponding to the amount of the exemption.

Alternatively, a Notice of Decision denying an abatement will be mailed if the property does not qualify for exemption. As explained above, if the Department does not act on the application for abatement within ninety days, a Notice of Decision denying the abatement by reason of inaction will be mailed. Please see the Appendix for sample notices.

## Appeals to the Appellate Tax Board

If the organization is dissatisfied with the decision of the Assessing Department, or if the application is denied by reason of inaction, the organization may file an appeal with the Commonwealth of Massachusetts Appellate Tax Board, so long as the tax has been paid (see "Tax Liability and Accrued Interest," above) (M.G.L. c. 59, § 64, 65). The Appellate Tax Board is an independent state administrative agency authorized to hear appeals of decisions of local boards of assessors with respect to abatements and exemptions. The Appellate Tax Board is located on the tenth floor of the Leverett Saltonstall State Office Building, 100 Cambridge Street, Boston, MA 02202. The telephone number is (617) 727-3100.

The appeal to the Appellate Tax Board must be filed within three months of the date of the assessors' decision. The date of the decision is marked on the Assessing Department's notice and is not always the same as the date of the notice. During this three-month appeal period, the Assessing Department **may** agree to grant an abatement, in whole or in part, in final settlement of the appeal.

## Special Appeal Provision

In addition to the regular abatement procedure, a special provision of law provides an alternative avenue of appeal regarding the City's determination of charitable exempt status (M.G.L. c. 59, § 5B). The special appeal provision is primarily used in two cases:

- 1. An entity engaged in a business activity, which it considers in direct competition with an activity conducted by a tax-exempt organization, may appeal the determination that the organization is exempt.*
- 2. An exempt organization itself may appeal a determination of non-eligibility for exemption directly to the Appellate Tax Board.*

An appeal must be filed directly with the Appellate Tax Board within three months of the date on which the Assessing Department made its determination. For purposes of this provision, the Assessing Department's determination is the mailing date of the Third Quarter tax bill in late December.

An organization seeking exemption that elects an appeal under the aforementioned provision still has the burden of proving its eligibility. This burden may include

submitting all information necessary to establish exemption. In most cases, it is therefore advantageous to seek relief according to the normal abatement procedure, under which the Assessing Department and the Board of Review will undertake an initial review of exemption eligibility before an appeal is necessary.



# ***IV Payment in Lieu of Tax (PILOT) Program***

Property owned by charitable, cultural, educational and health organizations is generally exempt from taxation. Such institutions, however, still utilize municipal services such as police, fire, public works and public health.

In light of the fact that a significant portion of the City's land area is occupied by colleges, hospitals and other cultural and charitable organizations - which enjoy tax-exempt status - the City of Boston has successfully instituted a payment-in-lieu-of-tax (PILOT) program. The PILOT program encourages major tax-exempt institutions to contribute to the cost of providing municipal services to exempt institutions. The City's PILOT program has provided a model for other cities across the country. In fiscal year 1996, approximately \$16.5 million in PILOT payments were made as a result of the City's PILOT program.

The Assessing Department publication "Payment in Lieu of Tax Program - Guidelines" describes the PILOT program in detail. For a copy of this publication, or to find out more about this program, please call the Assessing Department's Tax Policy unit at (617) 635-4586. The City Clerk's office, located in City Hall, Room 601, maintains all PILOT agreements for inspection and copying by the public. The City Clerk's telephone number is (617) 635-4600.

Please see the Appendix for more information on this important program.





# **V Other Types of Taxation**

## **Personal Property**

Personal property is defined as physical items not permanently attached to real estate (M.G.L. c. 59, § 4). Each December, the Assessing Department mails a document known as the Form of List to businesses in Boston. If an organization receives a Form of List, this is an indication that a personal property tax bill may follow. A sample Form of List is provided in the Appendix.

An organization that receives a personal property tax bill, but feels it should be exempt, should not ignore the bill. To do so will likely preclude an appeal of the tax. Instead, the organization should obtain a personal property abatement application from the Assessing Department. The procedure is the same as with the real estate abatement process described on page eight. For answers to specific personal property questions, please call the Valuation Division at 635-1165. A sample personal property tax bill is included in the Appendix.

## **Motor Vehicle Excise**

The Commonwealth of Massachusetts Registry of Motor Vehicle annually calculates the value of registered motor vehicles for the purpose of excise assessment (M.G.L. c. 60A). The value is based on data published in the National Automobile Dealers Association Used Car Guide and taxed at the rate of \$25 per \$1,000 of value. The excise does not apply to motor vehicles owned by a charitable or religious organization whose personal property is exempt. As with real and personal property, a charitable organization must file Form 3ABC annually to maintain its motor vehicle excise tax exemption, even if it owns no other real or personal property.

The law is different regarding vehicles that are leased by an exempt organization. The only leased vehicles that are exempt from motor vehicle excise taxation are those leased for a full calendar year by charitable organizations other than schools (M.G.L. c. 60A, § 1). Thus, if the organization leases a motor vehicle for less than a full calendar year - from January 1 to December 31 - it is not eligible for exemption, as the motor vehicle excise tax is assessed on a calendar year basis. Moreover, vehicles leased by colleges, universities, religious organizations and government agencies are not eligible for exemption.

## Chapter 121A Taxation

Chapter 121A of the Massachusetts General Laws authorizes the creation of Urban Redevelopment Corporations for the purpose of undertaking residential, commercial, civic, recreational, historic and industrial projects in areas which are considered to be blighted, decadent or substandard. The law has three major provisions: authorizing the exemption of certain developments from the real property tax, setting forth procedures for negotiating an alternative tax payment on those developments, and allowing the exercise of the power of eminent domain to assemble a development site in certain circumstances.

Over 90% of 121A projects have involved residential development, including the construction of housing for low to moderate income families. The purpose of this chapter of law is to stimulate development by making tax payments on eligible projects both predictable and affordable.

In Boston, the Boston Redevelopment Authority (BRA) regulates and administrates the 121A program. For more specific information, contact the BRA at (617) 722-4300.

## Pro Forma Tax

Massachusetts law requires the payment of a pro forma tax by purchasers of property sold by a tax-exempt organization after January 1 of any year (M.G.L. c. 59, § 2C). The value used in determining the pro forma tax is the sales price, rather than the market value of the property. The tax is prorated to reflect the number of days in the fiscal year or years the property was owned by the new, taxable purchaser. For example, if the exempt property is purchased between January 1 and June 30, a pro forma tax will be due from the new purchaser for the period from the date of sale through June 30th, and for the entire ensuing fiscal year. Please see the Appendix for more detailed information on the pro forma tax, and for a sample pro forma tax bill.

## **Abatement Application**

If an exempt organization is purchasing a piece of property that is currently exempt and should - in the view of the organization's officers - remain exempt, based upon the ownership and occupancy upon purchase (pursuant to M.G.L. c. 59, § 5 or other applicable statute), the organization should file an application for abatement during the thirty-day period following the mailing date of the pro forma tax bill. The organization must also file an application for abatement when it receives the next fiscal year's Third Quarter tax bill for that property in early January. The deadline for filing an application is thirty days after the mailing date of the Third Quarter bill.

## **Property Purchased from the City of Boston**

If the property is purchased directly from the City, the pro forma tax amount will be collected at the closing. In this instance, it is the purchasing organization's responsibility to prove that it should not have to pay the pro forma tax, based on the property's use and occupancy immediately after purchase. The organization must make its case to the Assessing Department prior to the closing date. No other abatement relief is available from the pro forma tax as part of a purchase from the City.

# **VII** *Appendix*

PRO FORMA TAXES

PAYMENT IN LIEU OF TAX (PILOT) PROGRAM

SAMPLE FORMS AND NOTICES

DEPARTMENTAL PUBLICATIONS

GLOSSARY



# Pro Forma Taxes

## GENERAL INFORMATION AND INSTRUCTIONS

### 1. What is a pro forma tax?

Pursuant to Massachusetts General Law Chapter 59, Section 2C, assessors are required to send notice of a prorated in lieu of tax liability to purchasers of property sold by governmental entities and other tax exempt organizations after January 1. The in lieu of tax liability, or pro forma tax, applies if a property is not eligible for real estate tax exemption after purchase. The pro-forma tax has three major distinctions from the regular real estate tax:

- i. The value used to determine the pro-forma tax is the **SALES PRICE** rather than the fair cash value of the property;*
- ii. The tax is **PRORATED** to reflect the number of days the property was owned by the purchaser during the fiscal year or years.*
- iii. More than one tax rate may be applied in determining the pro-forma tax due.*

Because state law mandates a lien date of January 1 and the fiscal year to which a tax relates begins the following July 1, two tax rates are used in calculating the pro-forma tax liability for property purchased between January 1 and June 30. The then current tax rate is applied to the period from the date of sale through June 30, and the tax rate for the following fiscal year is applied for the period between July 1 and the ensuing June 30. For property purchased between July 1 and December 31, only one tax rate is used.

The City of Boston also has separate tax rates for residential property and for commercial/industrial property.

### 2. How is the pro forma tax calculated?

The pro forma tax due is calculated by multiplying the sales price by the applicable tax rate(s) by the proration. For example, if a property is purchased on March 1, 1994 for \$200,000.00 for commercial use, the

pro forma would be calculated as follows:

$$\text{FY94} = \$200,000 \times .04272 \times 122/365 = \$2,855.80$$

$$\text{FY95} = \$200,000 \times .04266 \times 365/365 = \underline{\$8,532.00}$$

$$\text{TOTAL} = \$11,387.80$$

The pro forma for a property is purchased on September 1, 1994 for \$100,000.00 for residential use would be calculated as follows:

$$\text{FY95} = \$100,000 \times .01386 \times 304/365 = \underline{\$1,154.36}$$

$$\text{TOTAL} = \$1,154.36$$

### 3. When is the pro forma tax due?

Payment of the pro forma tax is due in full within **THIRTY DAYS** of the date of issuance of the bill. Failure to pay the tax in full on or before the thirtieth date after issuance will result in interest at 14% per annum from the date of issuance. Taxes not paid when due are subject to penalties for demand, together with charges, fees and interest as accrued.

In addition, failure to timely pay the tax due may result in the loss of the right to obtain an abatement or exemption. (See Massachusetts General Laws Chapter 59, Section 57, 64 and 65.) Payment may be made in person at the Office of the Collector-Treasurer, Window M-14, City Hall, Boston, or by mail to the City of Boston, Box 1911, Boston, MA 02105.

### 4. May an application for exemption or abatement be filed?

An application for exemption and/or abatement must be filed within **THIRTY DAYS** of the date of issuance of the bill on a form approved by the Commissioner of Revenue. Blank forms may be obtained from the Assessing Department. To be considered filed, an application must be received and date stamped by the Assessing Department, Room 301, City Hall, Boston, MA 02201. For more information, please contact the Assessing Department, at 635-4586.

# Pro Forma Tax Bill (side 1)

# SAMPLE

THE COMMONWEALTH OF MASSACHUSETTS  
CITY OF BOSTON  
OFFICE OF COLLECTOR OF TAXES  
Collector of Taxes

PRO FORMA TAX  
G.L. Ch. 59, s. 2C

MAIL CHECKS TO  
BOX 130  
BOSTON, MA 02108

WARD	PARCEL NO.	BILL NO.
LOCATION		

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT

TAX DUE
COST
INTEREST
PAY THIS AMOUNT BY



MAKE CHECKS PAYABLE TO  
THE CITY OF BOSTON

COLLECTOR'S COPY

CUSTOMER'S COPY

THE COMMONWEALTH OF MASSACHUSETTS  
CITY OF BOSTON  
OFFICE OF COLLECTOR OF TAXES

DATE:

PRO FORMA TAX  
G.L. Ch. 59, s. 2C

LOCATION
DATE OF SALE
CLASS

WARD	PARCEL NO.	BILL NO.
------	------------	----------

FISCAL YEAR	TAX RATE PER \$1,000	SALES PRICE	PRO RATA BASIS	PRO FORMA TAX AMOUNT

PRO FORMA TAX AMOUNT TOTAL	
RESIDENTIAL EXEMPTION	
OTHER EXEMPTION	
PAYMENTS TO DATE	
CREDITS	
PRO FORMA TAX DUE	
COST	
INTEREST	
PAY THIS AMOUNT BY	

Make checks payable to: THE CITY OF BOSTON / Office Hours 9 A.M. to 5 P.M. Mon. thru Fri.  
Mail checks to: COLLECTOR OF TAXES, Box 130, Boston, Massachusetts 02108

Collector of Taxes

**Pro Forma Tax Bill (side 2)****SAMPLE****PRO FORMA TAX  
MASS. GENERAL LAWS CH. 59, S2C.**

<b>WHEN DUE</b>	This pro forma tax is due and payable within thirty days of issuance of the pro forma tax bill.
<b>INTEREST</b>	If the pro forma bill is not paid on or before the thirtieth day after issuance, interest will be computed at 14 % from the date of issuance.
<b>ABATEMENT OR EXEMPTION</b>	Application for abatement or exemption must be filed in writing on an approved form with the Assessing Department, City of Boston, on or before the thirtieth day after the pro forma tax bill is issued.
<b>FEES AND PENALTIES</b>	Taxes not paid when due are subject to penalties of \$5.00 for DEMAND, together with CHARGES, FEES and INTEREST as accrued.
<b>INFORMATION AND ASSISTANCE</b>	For information as to the pro forma tax, call or visit Taxpayer Assistance, Assessing Department, City of Boston, Room 301, City Hall, Boston, MA 02201 or telephone 725-4187. For further information as to payments, contact Taxpayer Services, Office of the Collector-Treasurer, Mezzanine, Boston City Hall, Boston, MA 02201 or call 725-4120.





# ***Payment in Lieu of Tax Program***

## ***GUIDELINES FOR TAX-EXEMPT INSTITUTIONS***

### **Introduction**

The following information describes the procedures that are followed in establishing a PILOT agreement. Over forty tax-exempt institutions in Boston support this program in recognition of the basic city services provided to them. Please contact the Tax Policy unit of the Assessing Department at 635-4586, if you have any questions or comments.

### **PILOT Procedures**

The City of Boston initiates discussions regarding a voluntary annual payment to the City at the time a tax-exempt organization contemplates either expanding or improving its property. This incremental process focuses on the expansion and replacement of tax-exempt property, rather than seeking payments on existing facilities. This policy has the pragmatic advantage of allowing exempt institutions to include the cost of any payment in the financial planning of new facilities. When an institution anticipates multiple alterations to its campus, the agreement could take the form of a campus-wide agreement. This type of agreement allows for a predetermined formula to be applied to future additions and avoids duplicating the entire PILOT process each time an addition is made.

The four basic steps in the PILOT process are:

1. At the time an institution demonstrates its intent to expand, improve, replace or acquire a facility, the institution is sent a PILOT New Project Profile Form by either the Assessing Department or the Boston Redevelopment Authority (a sample form is provided at the end of this section). The institution provides relevant data regarding its property, its revenue raising capability, intended use, etc. When available, the institution will submit its Master Plan with the application;
2. Representatives of the tax-exempt institution and the City's Assessing Department meet to discuss the formulation of a payment in lieu of tax agreement;

3. Once an agreement in principle is reached, the Assessing Department drafts the payment in lieu of tax agreement, using the standardized format as a guide;
4. After the agreement is approved by the institution and the Assessing and Law Departments, the contract is executed.

## Guidelines for Establishing the Payment in Lieu of Tax Amount

### *Estimating Value*

PILOT payments are based upon the value of the property and the revenue the municipal government forgoes due to the exempt status of the property. This value can be determined using several methods, as follows:

#### ■ **Cost**

When an institution is undertaking a large construction and/or renovation project, the cost involved in the construction is a basis for determining the value.

#### ■ **Assessed Value**

In situations where the exempt institution purchases property that was previously taxable and does not renovate it significantly, the assessed value is normally used as the basis for the PILOT.

#### ■ **Comparable Buildings**

When possible, the value of a facility will be based upon the value of similar and/or comparable buildings.

### Calculating the PILOT Amount

The "tax value" of a project is determined by multiplying the project value by the current tax rate (the commercial or residential rate is used, depending on

the intended use of the property). The so-called “base PILOT” is determined by multiplying the tax value of the project by 25%. This percentage is used because it reflects the percentage that basic services - fire protection, police protection, and public works - comprise of the City’s operating budget. In determining an appropriate PILOT, the City excludes public education, health and administrative costs, so that payments reflect basic municipal services only.

### **Credits for Services Provided by Tax-Exempt Institutions**

Many institutions prefer offering community services (i.e., scholarships, free use of an institution’s facilities or services) to making actual cash payments to the City. The City will evaluate requests for community service credit on a case-by-case basis, but services that support the priorities of the Menino administration - promoting education, alleviating the fear of crime, expanding jobs and economic development - are preferred. However, such credits will not exceed 25% of the PILOT amount, and must be new services, over and above what the institution was providing prior to the enactment of the PILOT agreement.

### **Escalator Clause**

Payment in lieu of tax agreements include an escalator clause to mitigate the effects of inflation. The base PILOT described above is increased annually by an appropriate measure of inflation. For its measure of inflation, the City uses the Implicit Price Deflator for State and Local Governments (IPD), produced by the Department of Labor Statistics of the U.S. Department of Commerce. The IPD measures the purchasing power of state and local governments and is, therefore, the most relevant measure of inflation for these agreements.

## **Summary**

The City of Boston would like to thank those institutions that support the PILOT program. City government and exempt institutions must maintain a cooperative partnership to ensure Boston’s fiscal health. These guidelines provide a fair, open, and equitable process for the effective fiscal management of Boston’s tax base.

***New Project Profile Form (side 1)*****PAYMENT IN LIEU OF TAX PROGRAM**

As tax-exempt organizations expand or improve their campuses, the City requests annual contributions to offset the costs of providing municipal services to those new projects. In this manner, the City and exempt institutions are joined in a partnership which ensures that the burden of paying for municipal services is shared more equitably. This survey will give the City the necessary information to begin discussions for the program.

PLEASE ANSWER ALL QUESTIONS THAT ARE RELEVANT TO YOUR PROJECT IN AS MUCH  
DETAIL AS POSSIBLE .

**NEW PROJECT PROFILE****1. INSTITUTION****SAMPLE**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

**2. PROJECT DESCRIPTION**

A. NAME OF PROJECT: \_\_\_\_\_

B. LOCATION OF PROJECT: (Please include Ward and Parcel Number, if available)

\_\_\_\_\_

\_\_\_\_\_

C. PURPOSE / USE OF FACILITY: (What will it be used for and who will use it?) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



***New Project Profile Form (side 2)***

**SAMPLE**

D. SIZE OF FACILITY: (Square footage, number of floors, parking spaces...)\_\_\_\_\_

E. ESTIMATED CONSTRUCTIONS COSTS: (Please attach supporting documentation)\_\_\_\_\_

F. ACQUISITION COSTS:(Please attach supporting documentation)\_\_\_\_\_

G. ESTIMATED CONSTRUCTION TIMETABLE: ( start, fiminsh, occupancy dates) \_\_\_\_\_

H. WILL THERE BE A CHARGE FOR THE USE OF THE FACILITY? (Please attach revenue estimates and pro-forma)\_\_\_\_\_

**3. INSTITUTIONAL CHARACTERISTICS**

PURPOSE / MISSION:\_\_\_\_\_

NUMBER OF CLIENTS SERVED /ENROLLMENT:\_\_\_\_\_

NUMBER OF EMPLOYEES:\_\_\_\_\_

ANNUAL BUDGET: (Attach Annual Report or Financial Statements, if available)\_\_\_\_\_

EXISTING FACILITIES (attach master plan or marketing brochure , if available): \_\_\_\_\_

**RETURN TO:**

**THOMAS A. MCGAREY, DIRECTOR OF TAX POLICY  
ASSESSING DEPARTMENT, ROOM 301  
CITY HALL  
BOSTON, MA 02201**

If you have any questions about this form, please call the Tax Policy unit at 635-4586

# ***Sample Forms and Notices***

- A.** REAL ESTATE TAX BILL
- B.** PERSONAL PROPERTY TAX BILL
- C.** FORM OF LIST
- D.** ABATEMENT APPLICATION
- E.** INFORMATION REQUISITION FORM
- F.** NOTICE OF DECISION
- G.** FORM 3 ABC
- H.** FORM PC

# A. Real Estate Tax Bill

COLLECTOR'S COPY

This form approved by Commissioner of Revenue THE COMMONWEALTH OF MASSACHUSETTS  
CITY OF BOSTON  
OFFICE OF COLLECTOR OF TAXES  
Collector of Taxes

REAL ESTATE TAX

MAIL CHECKS TO:  
BOX 130  
BOSTON, MASS. 02105

WARD	PARCEL NO.	BILL NO.	BANK NO.
LOCATION			

PLEASE DETACH AND RETURN WITH YOUR PAYMENT

TAX DUE
COST
INTEREST
PAY THIS AMT. BY

SAMPLE



MAKE CHECKS PAYABLE TO:  
THE CITY OF BOSTON

THE COMMONWEALTH OF MASSACHUSETTS  
CITY OF BOSTON  
OFFICE OF COLLECTOR OF TAXES

CUSTOMER'S COPY

REAL ESTATE TAX

TAX RATE PER \$1,000	RESIDENTIAL 1	OPEN SPACE 2	COMMERCIAL 3	INDUSTRIAL 4

BANK NO.	LOCATION:		WARD	PARCEL NO.	BILL NO.
CLASS	DESCRIPTION	SPECIAL ASSESSMENTS	TOTAL FULL VALUATION		
			RESIDENTIAL EXEMPTION		
			TOTAL TAXABLE VALUATION		
			1ST PREL. OVERDUE		
			2ND PREL. OVERDUE		
			SPEC. ASSMT.		
			WATER & SEWER CHARGES		
			TOTAL TAX & SPEC. ASSMNT. DUE		
			CLAUSE EXEMPTION		
TOTAL BUILDINGS	LAND AREA		PAYMENTS TO DATE/CREDITS		
<p>Make checks payable to: THE CITY OF BOSTON / Office Hours 9 A.M. to 5 P.M. Mon. thru Fri. Mail checks to: COLLECTOR OF TAXES, Box 130, Boston, Massachusetts 02105 Interest at the rate of 14% per annum will accrue on overdue payments from the due date until payment is made.</p> <p>This form approved by Commission of Revenue.</p> <p>Collector of Taxes</p>			NET TAX & SPEC. ASSMNT. DUE		
			1ST TAX PYMT. DUE BY FEB. 1		
			2ND TAX PYMT. DUE BY MAY 1		
			TAX DUE		
			COST		
			INTEREST		
			PAY THIS AMT. BY		

SEE REVERSE SIDE FOR  
IMPORTANT INFORMATION

# SAMPLE

**FISCAL YEAR 1996 TAX:** This tax bill shows the amount of personal property taxes you owe for fiscal year 1996 (July 1, 1995-June 30, 1996). The tax shown in this bill is based on assessments as of January 1, 1995.

**PAYMENT DUE DATES:** The City of Boston has adopted Mass. Gen. Law Ch. 59 § 57C which establishes a quarterly property tax bill system. The preliminary tax was payable in two installments. The first payment was due on August 1, 1995 and the second payment was due on November 1, 1995. Your preliminary tax payments are shown on this bill as a credit against your FY 1996 tax. If tax bills were mailed on or before December 31, 1995, the balance remaining after credit for preliminary tax payments is payable in two equal installments. Your first payment is due on February 1, 1996. Your second payment is due on May 1, 1996. However, if tax bills were mailed after December 31, 1995, the entire balance remaining is due on May 1, 1996, or 30 days after the bills were mailed, whichever is later.

Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both portions of the bill with your payment.

**INTEREST CHARGES:** If your payments are not made by their due dates, interest at the rate of 14% will be charged on the amount of the payment that is unpaid and overdue. If tax bills were mailed on or before December 31, 1995, interest will be computed on overdue first payments from February 1, 1996 and on overdue second payments from May 1, 1996 to the date payment is made. If tax bills were mailed after December 31, 1995, interest will be computed on overdue remaining payments from May 1, 1996, or the payment due date, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection, if payments are not made when due.

**ABATEMENT/EXEMPTION APPLICATIONS:** You have a right to contest your assessment. To do so, you must file an application for an abatement in writing on an approved form with the Assessing Department. You may apply for an abatement if you believe your property is valued at more than its fair cash value or is not assessed fairly in comparison with other properties. The filing deadline for an abatement application is 30 days after the date tax bills were mailed.

In order to obtain an exemption for which you are qualified, you must file an application in writing on an approved form with the Assessing Department. The filing deadline for an exemption is 30 days after the date tax bills were mailed.

Application forms are available at the Assessing Department, Room 301, City Hall, Boston, MA 02201, Mondays-Fridays 9:00 A.M. to 5:00 P.M. Applications are considered filed when received by the Assessing Department. If your application is not received by the applicable deadline, the assessors cannot, by law, grant an abatement.

**FURTHER INFORMATION:**

**Assessments:**  
Assessing Information Center  
Assessing Department  
Room 301, Boston City Hall  
Boston, MA 02201  
(617) 635-4287

**Payments:**  
Taxpayer Services  
Office of the Collector-Treasurer  
Mezzanine, Boston City Hall  
Boston, MA 02201  
(617) 635-4120



# B. Personal Property Tax Bill

# SAMPLE

COLLECTOR'S COPY

This form approved by Commissioner of Revenue

THE COMMONWEALTH OF MASSACHUSETTS  
CITY OF BOSTON  
OFFICE OF COLLECTOR OF TAXES

PERSONAL PROPERTY TAX

Collector of Taxes

WARD	PCT	BILL NO.
IDENTIFICATION NO.		PARCEL NO.

PLEASE DETACH AND RETURN WITH YOUR PAYMENT

TAX DUE
COST
INTEREST
PAY THIS AMT. BY

MAIL CHECKS TO:  
BOX 1870  
BOSTON, MASS. 02105



MAKE CHECKS PAYABLE TO:  
THE CITY OF BOSTON

CUSTOMER'S COPY

TAX RATE PER \$1000	TOTAL RATE
---------------------	------------

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE COLLECTOR OF TAXES

CITY OF BOSTON

PERSONAL PROPERTY TAX

DESCRIPTION OF PERSONAL PROPERTY	VALUE	TAX	WARD	PCT	BILL NO.
			IDENTIFICATION NO.		PARCEL NO.
			TOTAL TAX		
			1ST PREL. OVERDUE		
			2ND PREL. OVERDUE		
			PYMTS TO DATE/CREDITS		
			1ST PYMT. DUE BY FEB. 1		
			2ND PYMT. DUE BY MAY 1		
			TAX DUE		
			COST		
			INTEREST		
			PAY THIS AMT. BY		

Make checks payable to: THE CITY OF BOSTON / Office Hours 9 A.M. to 5 P.M. Mon. thru Fri.  
Mail checks to: COLLECTOR OF TAXES, Box 1870, Boston, Massachusetts 02105.  
Interest at the rate of 16% per annum will accrue on overdue payments from the due date until payment is made.

Collector of Taxes

**Personal Property Tax Bill (2)**

# SAMPLE

**FISCAL YEAR 1996 TAX:** This tax bill shows the amount of personal property taxes you owe for fiscal year 1996 (July 1, 1995-June 30, 1996). The tax shown in this bill is based on assessments as of January 1, 1995.

**PAYMENT DUE DATES:** The City of Boston has adopted Mass. Gen. Law Ch. 59 § 57C which establishes a quarterly property tax bill system. The preliminary tax was payable in two installments. The first payment was due on August 1, 1995 and the second payment was due on November 1, 1995. Your preliminary tax payments are shown on this bill as a credit against your FY 1996 tax. If tax bills were mailed on or before December 31, 1995, the balance remaining after credit for preliminary tax payments is payable in two equal installments. Your first payment is due on February 1, 1996. Your second payment is due on May 1, 1996. However, if tax bills were mailed after December 31, 1995, the entire balance remaining is due on May 1, 1996, or 30 days after the bills were mailed, whichever is later.

Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both portions of the bill with your payment.

**INTEREST CHARGES:** If your payments are not made by their due dates, interest at the rate of 14% will be charged on the amount of the payment that is unpaid and overdue. If tax bills were mailed on or before December 31, 1995, interest will be computed on overdue first payments from February 1, 1996 and on overdue second payments from May 1, 1996 to the date payment is made. If tax bills were mailed after December 31, 1995, interest will be computed on overdue remaining payments from May 1, 1996, or the payment due date, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection, if payments are not made when due.

**ABATEMENT/EXEMPTION APPLICATIONS:** You have a right to contest your assessment. To do so, you must file an application for an abatement in writing on an approved form with the Assessing Department. You may apply for an abatement if you believe your property is valued at more than its fair cash value or is not assessed fairly in comparison with other properties. The filing deadline for an abatement application is 30 days after the date tax bills were mailed.

In order to obtain an exemption for which you are qualified, you must file an application in writing on an approved form with the Assessing Department. The filing deadline for an exemption is 30 days after the date tax bills were mailed.

Application forms are available at the Assessing Department, Room 301, City Hall, Boston, MA 02201, Mondays-Fridays 9:00 A.M. to 5:00 P.M. Applications are considered filed when received by the Assessing Department. If your application is not received by the applicable deadline, the assessors cannot, by law, grant an abatement.

**FURTHER INFORMATION:**

**Assessments:**  
Assessing Information Center  
Assessing Department  
Room 301, Boston City Hall  
Boston, MA 02201  
(617) 635-4287

**Payments:**  
Taxpayer Services  
Office of the Collector-Treasurer  
Mezzanine, Boston City Hall  
Boston, MA 02201  
(617) 635-4120

# SAMPLE

**CITY OF BOSTON  
ASSESSING DEPARTMENT**

## PERSONAL PROPERTY SUBJECT TO TAXATION

**Return to:** Assessing Department  
City of Boston  
Room 301  
City Hall  
Boston, MA 02201

**1. TAXPAYER INFORMATION** Please type or print. Complete all sections that apply.

B1. Assessing Department  
Business I.D. Number

(2) Business Name:

### C. Ward/Parcel/Subparcel

☐ Individual. Indicate legal residence on January 1 for last two years:

No.	Street	City/Town	Zip
-----	--------	-----------	-----

☐ Partnership.☐ Association or Trust.

☐ Corporation. Check here ☐ if classified as a manufacturing corporation by Commissioner of Revenue (C.L. Ch. 63, §. 38C & Ch. 59, §. 5 (16)(5))

☐ **Executor/Administrator.** Indicate estate of: \_\_\_\_\_  
Decedent's last residence: \_\_\_\_\_

☐ Other. Specify: \_\_\_\_\_

**G. Date of Incorporation:**

(I) Boston Address: \_\_\_\_\_

(2) Mailing Address (if different): \_\_\_\_\_

(3) Telephone Number: \_\_\_\_\_

### **I. Location of Personal Property in City of Boston**

No.	Street	Zip
-----	--------	-----

**This Form Approved by Commissioner Of Revenue**



## Form of List (2)

### 2. INFORMATION

**A. WHO MUST FILE?** This Form of List shall be filed by all individuals, partnerships, associations, trusts and corporations subject to taxation in the City of Boston. The form must be filed with the Assessing Department of the City of Boston on or before March 1 of every year with respect to personal property held on January 1. Literary, temperance, benevolent, charitable or scientific corporations entitled to exemption under Mass. General Laws, Chapter 39, Section 5, Clause Third must file Form 3 ABC.

**B. WHEN AND WHERE TO RETURN FORM.** The Form of List must be filed with the Assessing Department, City of Boston, Room 301, City Hall, Boston, MA 02201, not later than March 1, 1996 and is for the fiscal year 1997 (July 1, 1996 to June 30, 1997).

**C. PENALTY FOR FAILURE TO FILE.** A person shall not have an abatement of a tax upon his personal property unless he has brought in to the assessors the list of his personal estate subject to taxation. If such a list of his personal estate is not filed within the time specified, no part of the tax assessed on the personal estate shall be abated unless the applicant shows to the assessors a reasonable excuse for the delay, or unless the tax exceeds by fifty percent (50%) the amount which would have been assessed on such estate, if the list had been seasonably brought in, and in such case, only the excess over such fifty percent shall be abated. The 50% penalty may be avoided by filing the Form of List on or before March 1, 1996.

**D. PERSONAL PROPERTY SUBJECT TO TAXATION.** All personal property which is situated within the Commonwealth and personal property of the inhabitants of the Commonwealth wherever situated will be subject to taxation unless expressly exempted.

#### ENTITY

(1) INDIVIDUALS, PARTNERSHIPS AND TRUSTS

(2) DOMESTIC BUSINESS CORPORATIONS and FOREIGN CORPORATIONS as defined in General Laws, Chapter 63, Section 30.

(3) DOMESTIC MANUFACTURING CORPORATIONS and FOREIGN MANUFACTURING CORPORATIONS which have been classified as "Manufacturing."

(4) ALL OTHER DOMESTIC CORPORATIONS subject to taxation under Chapter 63, including DOMESTIC INSURANCE COMPANIES PUBLIC SERVICE CORPORATIONS not otherwise specified MASSACHUSETTS SAVINGS BANKS COOPERATIVE BANKS FOREIGN PUBLIC SERVICE CORPORATIONS subject to taxation under Chapter 63, Section 58. FOREIGN INSURANCE COMPANIES subject to retaliatory provision See Acts of 1941, 467.

(5) TELEPHONE and TELEGRAPH COMPANIES

(6) FOREIGN BUSINESS CORPORATIONS ENGAGED EXCLUSIVELY IN INTERSTATE COMMERCE.

#### PROPERTY SUBJECT TO TAXATION

All personal property as requested in the schedules that follow. An individual is entitled to an exemption on his household furniture and effects at the place of his domicile. If the taxpayer is not a domiciliary of the City of Boston, use Form 2HF for listing of household furniture and effects.

Poles, underground conduits, wires and pipes.

All "machinery used in the conduct of the business" which term shall not be deemed to include stock in trade or any personal property directly used in connection with dry cleaning or laundering services or the refrigeration of goods or in the air-conditioning of premises or in any purchasing, selling, accounting or administrative function.

Poles, underground conduits, wires and pipes.

Poles, underground conduits, wires and pipes.

Machinery used in manufacture, or in supplying or distributing water.

**SAMPLE**

Machinery, poles, underground conduits, wires and pipes returned under Chapter 59, Section 41, need not be included in this list.

All tangible personal property, including machinery, equipment, furniture and fixtures, merchandise.

### 3. INSTRUCTIONS

All taxable tangible personal property, including that of persons not inhabitants of Massachusetts, is to be listed in the city or town where it is situated on January 1. If you are unsure of the present value of an item you list, leave the column entitled "Estimated Market Value" blank. The Assessing Department will complete this column using standardized reference manuals.

Property having no situs on January 1 is to be listed at the place of the owner's domicile (legal residence).

A mortgagee, pledgee, lessee or other persons having actual physical possession of the tangible personal property on January 1 should list the property and specify the nature of his interest therein, and the name of the owner.

If you need assistance, please call the Valuation Division of the Assessing Department, City of Boston, (617) 635-1165.

### 4. EXPLANATION OF SCHEDULES

**A. POLES, UNDERGROUND CONDUITS, WIRES AND PIPES.** Attach a schedule describing size, make, nature of use, year of installation, amount of running feet.

**B. MACHINERY.** A statement of the total value of all machinery is not sufficient. A list is required in sufficient detail to identify readily the kind of machine. Give number of each kind, size, make, nature of use in a separate schedule.

1. employed in any branch of manufacture (to be listed by all EXCEPT corporations which have been classified as "manufacturing" by the Department of Revenue) or in supplying or distributing water.

2. used in the conduct of any business other than manufacturing, supplying or distributing water.

3. not owned by the maker of this list, but used or operated under:

- a stipulation providing for the payment of a royalty or compensation in the nature of a royalty;
- a lease for profit;
- a loan.

4. All other machinery including automated data processing and word processing equipment.

**C. TOOLS AND EQUIPMENT** — Implements of trade or business including laboratory and medical equipment and all copying, reproduction equip-

ment, restaurant equipment of every kind; except (1) farming utensils (2) tools of a mechanic's trade. Attach a supporting schedule.

**D. FURNITURE AND FIXTURES — BUSINESS** — Includes all business, professional, commercial or service fittings and furnishings (desks, tables, cabinets, display cases), rugs, floor coverings and draperies, specialized lease-hold improvements (restaurant fittings, modular walls, etc.), works of art and decorations, books and professional libraries, and all other fittings and effects.

**E. MERCHANDISE, GOODS, WARES, or any Stock in trade.** Include that in any store or other place of sale, in any warehouse or other place of storage, not on lease or consignment, etc.

**F. UNREGISTERED MOTOR VEHICLES AND TRAILERS** including property held by dealers, and those not carrying Massachusetts Registration Plates under Chapter 90. Include unregistered agricultural (excluding those subject to taxation under Section 8A of Chapter 59) and industrial tractors, trailers and all kinds and types, snowmobiles and motorized golf carts.

**G. ALL OTHER TANGIBLE PERSONAL PROPERTY NOT SPECIFICALLY EXEMPTED FROM TAXATION.**

**H. LIST ALL REAL PROPERTY** held by taxpayer by address, ward and parcel number as of January 1.



## Form of List (3)

### 5. SCHEDULES

**A**  
POLES,  
UNDERGROUND  
CONDUITS,  
WIRES AND  
PIPES.

Type	Quantity	Size	Make	Nature of Use	Years Installed	Run Feet	Year Pur.	Purchase Price	Estimated Market Value

Continue List on attachment,  
In same format, as necessary

Sub-Total Schedule A

Sub-Total Attachment

TOTAL

SAMPLE

**B**  
MACHINERY

Common Name	Nature of Use	Manufacturer	Model	Size	Year of Purchase	Purchase Price	Estimated Market Value

Continue List on attachment,  
In same format, as necessary

Sub-Total Schedule B

Sub-Total Attachment

TOTAL

**C**  
TOOLS AND  
EQUIPMENT

Common Name	Nature of Use	Type and Model	Year of Purchase	Purchase Price	Estimated Market Value

Continue List on attachment,  
In same format, as necessary

Sub-Total Schedule C

Sub-Total Attachment

TOTAL

**D**  
FURNITURE AND  
FIXTURES —  
BUSINESS

Category	Year of Purchase	Purchase Price	Estimated Market Value

Continue List on attachment,  
In same format, as necessary

Sub-Total Schedule D

Sub-Total Attachment

TOTAL

**E**  
MERCHANDISE,  
Goods, Wares, or  
any Stock in trade.

All Finished Goods or Products Ready for Sale	Work in Progress	Materials	Supplies	Purchase Price	Estimated Market Value

Continue List on attachment,  
In same format, as necessary

Sub-Total Schedule E

Sub-Total Attachment

TOTAL

**F**  
UNREGISTERED  
MOTOR  
VEHICLES AND  
TRAILERS

Year of Mfr.	Model Name, Letter or Number	Make	Type Describe sufficiently for identification giving number of passengers, number of doors, type of body. If not required to be registered, so state and name use.	No. of Cylinders or Rated Capacity	Purchase Price	Estimated Market Value

Continue List on attachment,  
In same format, as necessary

Sub-Total Schedule F

Sub-Total Attachment

TOTAL

**G  
ALL OTHER  
TANGIBLE  
PERSONAL  
PROPERTY NOT  
SPECIFICALLY  
EXEMPTED  
FROM TAXATION**

Description of Property	Year of Purchase	Purchase Price	Estimated Market Value
	<b>Sub-Total Schedule G</b>		
	<b>Sub-Total Attachment</b>		
	<b>TOTAL</b>		

Continue List on attachment,  
in same format, as necessary

Sub-Total Schedule G

Sub-Total Attachment

TOTAL

**H**  
LIST ALL REAL  
PROPERTY HELD  
BY TAXPAYER

**REAL PROPERTY OWNED**

Ward \_\_\_\_\_ Parcel No. \_\_\_\_\_ Assessed Value \$ \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_

## 6. SIGNATURES (PLEASE SIGN BELOW)

**A. DESIGNATION OF REPRESENTATIVE.** If it is your desire to be represented by an employee, attorney or accountant with respect to any matter associated with this list, indicate name and address of the person you have authorized and to whom the contents of this list may be disclosed.

Name of person authorized: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. No. ( ) \_\_\_\_\_

**B. SIGNATURE OF TAXPAYER.** The FOREGOING TRUE LIST, prepared or carefully examined by the undersigned, includes ALL THE TANGIBLE PERSONAL PROPERTY of every kind and description owned or held by the maker of this list on January 1, 1996, which is subject to taxation by the Assessors of the City of Boston under the laws of the Commonwealth of Massachusetts.

The several items thereof have been computed at the full and fair cash value of the property on January 1, 1996, without deduction or offset for any debt thereon or any liabilities whatever, and all the statements in connection therewith are full, true, and correct according to the best knowledge and belief of the person subscribing to this list.

SUBSCRIBED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 19\_\_\_\_, UNDER THE PENALTIES OF PERJURY

SIGNATURE \_\_\_\_\_

Sign Full Name of Individual, Partnership, Association or Trust, or Corporation

IF OTHER THAN AN INDIVIDUAL, SIGNATURE OF OFFICER \_\_\_\_\_

Title

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. (area code)

**FOR OFFICE USE ONLY**

Ward

Parcel

Returned

☐ 50% Penalty \_\_\_\_\_

Examined By \_\_\_\_\_ Date \_\_\_\_\_

☐ Accept☐ Reject

**Personal Property Assessment** \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

☐ Address Changes☐ Real Property Listings☐ Comments (attach)☐ **Exemption**

# SAMPLE

# D. Abatement Application

# SAMPLE



APPLICATION NO.  
09604678



City of Boston Assessing Department  
**APPLICATION FOR ABATEMENT OF REAL ESTATE TAX**  
Mass. General Laws Ch. 59, § 59  
FY 1996

## PROPERTY IDENTIFICATION

Fill in blanks with information exactly as it appears on the tax bill. Please type or use ball point pen and print carefully.  
**PRESS DOWN HARD - YOU ARE MAKING A CARBON COPY**

• WARD • PARCEL NO. • BILL NO. • ASSESSED OWNER (Last Name, First)  
\_\_\_\_\_  
• LOCATION (Number and Street) • ZIP CODE • CLASS (Land Use) • TOTAL FULL VALUATION  
\_\_\_\_\_  
\$ \_\_\_\_\_  
• SOCIAL SECURITY NO. \_\_\_\_\_ • FEDERAL ID NO. \_\_\_\_\_  
(Above numbers required for refund)

## REASON FOR ABATEMENT

- ☐ Overvaluation / Improper Classification / Disproportion: Complete the attached Information Requisition.
- ☐ Statutory Exemption: You must complete a Statutory Exemption Information Requisition available at Room 301, City Hall. Do NOT complete the attached Information Requisition.

## GENERAL INFORMATION

**Where to File:** Assessing Department, Room 301, City Hall, Boston, MA 02201

**Filing Deadline:** This application for abatement must be filed with the Assessing Department, Room 301, City Hall, Boston, Mass. no later than thirty (30) days after the mailing of the third quarter tax bill.

**Payment of Tax:** The filing of an abatement application does NOT allow you to postpone payment of the tax. If your application is approved, a refund will be issued to you. If you do not timely pay the tax assessed, you may lose your statutory appeal rights. See Mass. General Laws Ch. 59, § 64.

### PLEASE NOTE — Additional Information Required:

Upon filing this application for abatement, you will be required to complete an Information Requisition Form providing more detailed information about the assessed property (Mass. General Laws Ch. 59 § 61A). The failure to provide the information requested on the form within thirty days of filing your abatement application may result in the loss of your right to appeal the tax assessed.

## SIGN AND COMPLETE BELOW

### APPLICANT:

I am approved by the assessment of the Real Estate Tax upon the real estate parcel described above, and hereby apply for abatement. I also hereby accept, as of the date of this filing, a form requesting additional information in compliance with Chapter 59, Section 61A.

X \_\_\_\_\_ / /  
Signature of Applicant Date

• APPLICANT'S NAME (Last Name, First)  
\_\_\_\_\_

• NUMBER AND STREET (Mailing Address)  
\_\_\_\_\_

• CITY • STATE • ZIP CODE  
\_\_\_\_\_

• TELEPHONE NUMBER (Day) • TELEPHONE NUMBER (Eve.)  
( ) ( )  
AREA CODE AREA CODE

### REPRESENTATIVE'S STATEMENT:

I am authorized to represent the taxpayer/applicant for the processing of this abatement application. I also hereby accept, as of the date of this filing, a form requesting additional information in compliance with Chapter 59, Section 61A.

X \_\_\_\_\_ / /  
Signature of Representative Date

• REPRESENTATIVE'S NAME (Last Name, First)  
\_\_\_\_\_

• FIRM NAME  
\_\_\_\_\_

• NUMBER AND STREET (Mailing Address)  
\_\_\_\_\_

• CITY • STATE • ZIP CODE  
\_\_\_\_\_

• TELEPHONE NUMBER  
( )  
AREA CODE



**Abatement Application (2)****FOR ASSESSING DEPARTMENT USE ONLY**

Tax Amount	Amount Abated	Value Abated	Reason

PAYMENT INFORMATION			SIGNATURES	
Amount	Date		Date	Abatement Recommended
Amount	Date		Date	Abatement Recommended
Amount	Date		Date	Abatement Recommended
Amount	Date		Date	Abatement Recommended
Amount	Date		Date	Abatement Recommended
Clause	Amount	Date	Date	Abatement Recommended

Docket #	Date Withdrawn	Commissioner of Assessing	Date	Abatement Approved
Executive Secretary, Board of Assessors			Date	

Assessed Value	
- Value Abated	
= Revised Value	

SAMPLE

The Fiscal Year 1995 abatement application is being recommended for an abatement for the following reason(s):

- ☐ Comparable sales sheet indicates assessed value to be high
- ☐ Sales analysis indicates assessed value not justified
- ☐ Rent control adjustment not reflected in assessed value
- ☐ Percent complete not reflected in assessed value
- ☐ Arm's-length sale indicates assessed value to be high
- ☐ Inspection indicates incorrect data (see card)
- ☐ Condominium appeal rating adjusted
- ☐ Limited-equity property
- ☐ Class change (see attached)
- ☐ Other (attach explanation)

Abatement Type:      Permanent      Temporary

The Fiscal Year 1995 abatement application is being denied an abatement for the following reason(s):

- ☐ Comparable sales sheet indicates assessed value to be justified
- ☐ Sales analysis indicates assessed value to be justified
- ☐ Rent control adjustment reflected in assessed value
- ☐ Percent complete reflected in assessed value
- ☐ New construction or rehab in FY95 caused increase
- ☐ Inspection indicates correct data and assessed value (see card)
- ☐ Income and expense data substantiates assessed value (see card)
- ☐ Incomplete information requisition
- ☐ Other (attach explanation)



# E. Information Requisition Form



**SAMPLE**

**CITY OF BOSTON  
ASSESSING DEPARTMENT  
EXEMPTION INFORMATION REQUISITION  
FY 1996  
MASS. GENERAL LAWS Ch. 59, S. 61A**

096 \_\_\_\_\_  
APPLICATION NO.

**PROPERTY IDENTIFICATION**

Please provide the following information as it appears on the tax bill.

• WARD	• PARCEL NO.	• BILL NO.	• ASSESSED OWNER (Last Name, First)
_____	_____	_____	_____
• LOCATION (Number and Street)	• ZIP CODE	• CLASS (Land Use)	• TOTAL FULL VALUATION
_____	_____	_____	\$ _____
• NAME OF ORGANIZATION SEEKING EXEMPTION (IF DIFFERENT THAN ASSESSED OWNER) _____			
• SOCIAL SECURITY NO. OR FEDERAL ID NO. (REQUIRED FOR REFUND) _____			
• CONTACT PERSON (Last Name, First)	• TELEPHONE NUMBER (Day)	• TELEPHONE NUMBER (Evening)	
_____	_____	_____	
• NUMBER AND STREET (Mailing Address)	• CITY	• STATE	• ZIP CODE
_____	_____	_____	_____

**MULTI-PARCEL SECTION**

(This section is intended for use where a single property is identified for assessing purposes as multiple parcels.)

- 1) Does this property consist of more than one parcel? ☐ Yes ☐ No
- 2) If yes, please list all additional WARD and PARCEL numbers:

____/____/____	____/____/____	____/____/____
____/____/____	____/____/____	____/____/____

**BASIS FOR EXEMPTION**

- 1) Please check the appropriate reason for exemption as of July 1, 1995.

- ☐ M.G.L. C.59, S.5, Clause Eleventh (House of Worship/Parsonage)
- ☐ M.G.L. C.59, S.5, Clause Third (Literary, Benevolent, Charitable, Scientific, Temperance)
- ☐ OTHER \_\_\_\_\_

- 2) Did the applicant file a Form 3ABC for FY96 with the Board of Assessors on or before 3/1/95?
- Yes ☐ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ No ☐

- 3) Is the applicant a Mass. Corporation? Yes ☐ No ☐
- Under what statute is applicant incorporated? \_\_\_\_\_

- 4) Is the applicant the beneficiary of a charitable Trust? Yes ☐ No ☐

- 5) Is any of the income or profit divided among shareholders or members? Yes ☐ No ☐

**Information Requisition form (2)****SAMPLE**\_\_\_\_/\_\_\_\_/\_\_\_\_  
WARD AND PARCEL NO.096\_\_\_\_\_  
APPLICATION NO.**OWNERSHIP / ACQUISITION INFORMATION**

1. Please indicate the owner of record as of July 1, 1995: \_\_\_\_\_  
\_\_\_\_\_

2. Please indicate the date when the property was acquired and the consideration:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Price: \_\_\_\_\_

3. Please check the appropriate reason for the acquisition:

- ☐ Relocating organization headquarters  
☐ Establishing organization headquarters  
☐ Investment  
☐ Expansion (Describe intended use at the time of acquisition):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- ☐ Other (please explain) : \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

4. Please provide a copy of the deed to the Real Estate.

### **Information Requisition form (3)**

### OCCUPANCY INFORMATION

WARD AND PARCEL NO. APPLICATION NO.

2. Please complete the schedule below for the "entire real estate," indicating which areas are owner-occupied, vacant or occupied by tenants.

[illegible]

Additional sources of Income: 1/1/84 - 12/31/84

Tax Clause Income	_____
Operating Clause Income	_____
Percentage Rent Income	_____

Parking:	# spaces	_____	<input type="checkbox"/> day	<input type="checkbox"/> month	<input type="checkbox"/> year
Billboard:	# boards	_____	<input type="checkbox"/> day	<input type="checkbox"/> month	<input type="checkbox"/> year
Other:	Rent	_____			

4. Is any part of the facilities rented or used on a short-term basis by outside groups or organizations? Yes ☐ No ☐  
If yes, identify each such user, the location, rentable area, the amount charged and dates of use.

# SAMPLE

### Information Requisition Form (4)

# SAMPLE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
WARD AND PARCEL NO.

096  
APPLICATION NO.

**OWNER-OCCUPANCY & CHARITABLE TENANT INFORMATION**

**For all space listed on the preceding occupancy section which was occupied either by the applicant or a charitable tenant as of July 1, 1995, please complete the following schedule:**

[illegible]



## Information Requisition Form (5)

# SAMPLE

/ / 096  
WARD AND PARCEL NO. APPLICATION NO.

### PARKING FACILITIES

LICENSE NUMBER \_\_\_\_\_

TOTAL NUMBER OF SPACES \_\_\_\_\_

#### PART ONE: Rate Information

Indicate the number of spaces and rates per space by type.

TYPE	# OF SPACES	RATES	VALIDATED? (Yes / No)
Staff			
Client			
Visitor			
Charitable Tenant			
Non-Charitable Tenant			
DAILY - non-related			
transient			
early bird special			
other: _____			
MONTHLY - non-related			
regular			
discount			
other: _____			
OTHER PARKING TYPE			

#### PART TWO: Lease Information

Complete this section if facility is also under a lease.

Rentable Area	Base Rent per SF	Base Year	Lease Term

#### PART THREE: Miscellaneous Information

1. What measures does the applicant take to ensure that the parking designated for staff, clients, visitors or charitable tenants is reserved exclusively for their use?

---



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---

2. Are these facilities operated or managed by an outside company? Yes ☐ No ☐  
If yes, please provide a copy of the agreement.

**Information Requisition Form (6)****SAMPLE**
 / / 096  
 WARD AND PARCEL NO. APPLICATION NO.
**OPERATING EXPENSE INFORMATION****ADMINISTRATIVE**
 Payroll  
 Management  
 Legal  
 General Office  
 Security  
 TOTAL
**PAID BY OWNER****PAID BY TENANT****CLEANING**
 Payroll  
 Contracts  
 Supplies  
 Trash  
 Miscellaneous  
 TOTAL
**REPAIRS & MAINTENANCE**
 Payroll  
 Elevators  
 HVAC  
 Electrical  
 Plumbing  
 Supplies  
 Miscellaneous  
 TOTAL
**UTILITIES**
 Electric  
 Gas  
 Oil  
 Steam  
 Water  
 Miscellaneous  
 TOTAL
**LEASING EXPENSES**
 Advertising  
 Commissions  
 Leasing Concessions (detail on Schedule B)  
 Lease Buyouts  
 TOTAL
**FIXED EXPENSES**
 Building Insurance  
 Replacement Reserves  
 Capital Improvements (detail on Schedule A)  
 Gov't-Mandated Improvements  
 TOTAL
**GRAND TOTAL**

# Information Requisition Form (7)

# SAMPLE

\_\_\_\_/\_\_\_\_/\_\_\_\_  
WARD AND PARCEL NO.

096\_\_\_\_\_  
APPLICATION NO.

## OPERATING EXPENSE INFORMATION (cont'd.)

### Schedule A Capital Improvements

Please indicate any improvements made within the last five years.

Description	Start Date	Completion Date	Actual \$ Cost	Functional Estimated Life

### Schedule B Leasing Concessions

Tenant	Floor	Free Rent Term	Free Rent Amount	Buildout	Other

**Information Requisition Form (8)****SAMPLE**\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
WARD AND PARCEL NO.096\_\_\_\_\_  
APPLICATION NO.**ADDITIONAL INFORMATION****Please provide a copy of the following documents:**

1. Articles of Organization, Charter or Trust Instrument.
2. Organization by-laws.
3. List of current officers and directors or trustees of the organization, including their residential addresses.
4. Form 3ABC filed on or before March 1, 1995.
5. If Charitable Trust, the trust and the schedule of beneficiaries as recorded at the Registry of Deeds.
6. Certificate of exemption from Mass. sales tax.
7. Federal exemption 501(c) (3) letter.
8. Annual financial report.
9. Brochures or literature describing charitable activities of the organization and of any charitable tenants.

**Please Note:**

*Charitable organizations and certain other exempt entities have an ongoing annual obligation to file the "Form 3ABC," entitled Return of Property Held for Charitable and Other Purposes, on or before March 1 prior to each fiscal year. The filing of the Form 3ABC is mandatory and cannot be waived by the assessors. If an organization fails to file this Form every year or fails to file this form on time each year, no exemption can be granted, and previously exempt properties must be taxed. For fiscal year 1996, the Form 3ABC was due in the Assessors' office on March 1, 1995.*

► **IN ORDER TO BE ELIGIBLE FOR EXEMPTION IN FISCAL YEAR 1997, THE FORM 3ABC MUST BE FILED ON OR BEFORE MARCH 1, 1996.**

► **The Form 3ABC is not available in the Assessing Department. The Form 3ABC can be obtained from a legal stationery store.**

**OWNER'S STATEMENT:**

I certify under pains and penalties of perjury that the information supplied in this requisition is true and correct.

X\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date**REPRESENTATIVE'S STATEMENT:**

I certify under pains and penalties of perjury that the information supplied in this requisition is to the best of my knowledge true and correct and that I am the representative.

X\_\_\_\_\_

Signature of Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



# F. Notice of Decision



## Taxpayer Notification

CITY OF BOSTON  
ASSESSING DEPARTMENT  
Boston CITY HALL, ROOM 301, BOSTON MA 02201

DECISION DATE : [DATE]  
NOTICE DATE : [DATE]

[NAME]  
[FIRM NAME]  
[STREET]  
[CITY\_STATE\_ZIP]

ABATEMENT APPLICATION # : [NUMBER]  
DATE OF FILING : [DATE]  
LOCATION : [ADDRESS]  
WARD : [WARD] PARCEL : [PARCEL]  
ASSESSED OWNER : [OWNER]

SAMPLE

**NOTE:** Any appeal from this decision must be filed at the Appellate Tax Board, Commonwealth of Massachusetts, 100 Cambridge Street, 10th Floor, Boston, MA 02202, within three months of the date of this decision (not the notice date), as provided in Massachusetts General Laws Chapter 59, Sections 64-65D, inclusive.



Form 3ABC

**SAMPLE**

FISCAL TAX YEAR

19\_\_\_\_

**MASSACHUSETTS DEPARTMENT OF REVENUE****Return of Property Held for Charitable Purposes**

Name of Organization.....  
To the BOARD OF ASSESSORS OF.....

NAME OF CITY OR TOWN

I,..... as financial officer of the above organization hereby report, in accordance with the requirements of General Laws, Chapter 59, Section 29, that on January 1, 19\_\_ said organization held personal property and/or real estate in said city or town as set forth in detail in Schedules A, B and C of this return and in total as follows:

INCOME STATEMENT FOR THE YEAR ENDING ....., 19\_\_

Total

Portion of Total

Relating to Athletic Property

INCOME RECEIVED \$ .....

EXPENDITURES \$ .....

SCHEDULE A

ALL TANGIBLE PERSONAL PROPERTY  
SUCH AS FURNITURE, EQUIPMENT,  
BOOKS AND COLLECTIONS

FAIR CASH VALUE

\$ .....

**SCHEDULE B EXEMPT REAL ESTATE**

LOCATION	LAND	BUILDINGS		TOTAL VALUE
Street & Number	Value	Used for	Value	Land & Buildings
	\$		\$	\$
Percentage of real estate exclusively devoted to a charitable purpose. If leased, indicate lessee:				%

**SCHEDULE C TAXABLE REAL ESTATE**

LOCATION	LAND	BUILDINGS		TOTAL VALUE
Street & Number	Value	Used for	Value	Land & Buildings
	\$		\$	\$
	\$		\$	\$

FILED WITH THE BOARD OF ASSESSORS OF \_\_\_\_\_ ON \_\_\_\_\_, 19\_\_

Attach any amendments to the articles of organization or charter since the last filing.

SUBSCRIBED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 19\_\_ UNDER PENALTIES OF PERJURY

SIGNATURE....., TITLE OF OFFICER

POST OFFICE ADDRESS.....

A RETURN IN THIS FORM MUST BE FILED WITH THE BOARD OF ASSESSORS OF EACH CITY OR TOWN IN WHICH THE ORGANIZATION HOLDS PERSONAL PROPERTY AND/OR REAL ESTATE, NOT LATER THAN MARCH 1, 19\_\_

See Instructions on back

# SAMPLE

## INSTRUCTIONS FOR PREPARING FORM 3ABC

1. **WHO MUST FILE.** Every charitable organization and every charitable trust established by a declaration of trust provided that the purposes of such charitable organization or trust are literary, educational, benevolent, charitable, scientific or temperance and provided further, that such organization or trust seeks from the Board of Assessors an exemption from local real estate and personal property tax under G.L., Chapter 59, section 5, clauses third and fifth.
2. **WHEN AND WHERE RETURNS FILED.** A separate return must be filed with the Board of Assessors of each city or town in which the organization or trust holds real estate and/or personal property, not later than March 1, 19\_\_ and is for the fiscal year 19\_\_.
3. **EXTENSION OF TIME FOR FILING.** Upon request, the Board of Assessors may extend the time to April 1 for cause shown.
4. **PENALTY FOR FAILURE TO FILE** or for filing an incomplete return. The property shall not be exempt if a charitable organization or trust fails to file this return on or before March 1, or April 1 if extension is granted by the Assessors. A return is incomplete unless there is attached a true copy of the most recent report required by G.L., Chapter 12, section 8F to be filed with the Division of Public Charities in the Department of the Attorney General.
5. **REASONS FOR DENYING EXEMPTION.** The property of a charitable organization or trust shall not be exempt if:-
  - a) Any of the income or profits of the business of the charitable organization is divided among the stockholders, trustees or members;
  - b) Any of the income or profits is used or appropriated for other than literary, benevolent, charitable, scientific or temperance purposes; or,
  - c) If a distribution of the profits, income or assets may be made to any stockholder, trustee or member upon dissolution of the organization.
6. **INCOME STATEMENT** reflects income received from all sources and expenditures of said organization for the purposes for which it was incorporated or established for the calendar or fiscal year preceding January 1, 19\_\_.
7. **SPECIFIC INSTRUCTIONS** for exemptions and/or taxation of athletic facilities of charitable organizations where there is competitive commercial use can be found in Chapter 992, Acts of 1977 and Regulation 830 CMR 58.03 issued thereunder.
8. **SCHEDULE A:** Enter the total value of all exempt tangible personal property.
9. **SCHEDULE B:** Enter all exempt real estate owned and occupied by the organization. A property is exempt, if:
  - a) Owned and occupied by the organization or its officers for the purposes for which it was incorporated or established, or purchased by it within the past two years with the purpose of removal thereto.
  - b) Owned by the organization and occupied by one or more charitable organizations or its or their officers for its or their charitable purposes.
  - c) Owned by others and held in trust for the organization and occupied by it or its officers for its purposes.
10. **SCHEDULE C:** Enter all taxable real estate owned by the organization in the same city or town wherein the return is filed.



Rev.11/94

MASSACHUSETTS OFFICE OF THE ATTORNEY GENERAL  
DIVISION OF PUBLIC CHARITIES  
FORM PC - ANNUAL REPORT

To be filed by all organizations as required by G.L. c. 12, §8F

**IMPORTANT - PLEASE TYPE OR PRINT PLAINLY IN BLACK INK**

NAME: FISCAL YEAR COVERED BY THIS FILING:  
Beginning \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Ending \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
St. & No.: ATTORNEY GENERAL'S ACCOUNT NUMBER: \_\_\_\_\_  
City, State: Federal I.D. No.: \_\_\_\_\_  
Zip Code: IRS EXEMPTION UNDER: 501(c) (\_\_\_\_\_)   
Check if no IRS exemption: \_\_\_\_\_  
Tel. Number: (\_\_\_\_\_) \_\_\_\_\_  
FAX Number: (\_\_\_\_\_) \_\_\_\_\_

Indicate here if the above information is changed in any respect from that submitted in your last filing \_\_\_\_\_. If there has been any amendment to your governing instrument or by-laws, check here and submit a copy \_\_\_\_\_

Check if first report \_\_\_\_\_ or final report \_\_\_\_\_  
If this is a first report, please submit a copy of the organization's governing instrument and a copy of its by-laws, if any.

**SUMMARY OF FINANCIAL DATA**  
TO BE COMPLETED BY ALL FILING ORGANIZATIONS

1. "GROSS SUPPORT AND REVENUE" \$ \_\_\_\_\_  
(For purposes of this form, "gross support and revenue" means Form 990, line 12 less line 8d; Form 990EZ, line 9 less line 5c; Form 990PF, Pt.I, line 12, col.A less line 6; Form 1120, line 11 less lines 8 & 9; Sched. B, line 11. See also 940 CMR §2:02)
2. FUND RAISING EXPENSE \$ \_\_\_\_\_  
(Form 990, line 15; Form 990EZ enter amount from own records; Sched. B, line 30, col.B)
3. TOTAL ASSETS \$ \_\_\_\_\_  
(Form 990, line 59, col.B; Form 990EZ, line 25, col.B; Form 990PF, Pt.II, line 16, col.C; Sched. B, line 48, col.B)
4. TOTAL LIABILITIES \$ \_\_\_\_\_  
(Form 990, line 66, col.B; Form 990EZ, line 26, col.B; Form 990PF, Pt.II, line 23, col.B; Sched. B, line 55, col.B)
5. TOTAL GRANTS, CONTRIBUTIONS, AND ASSISTANCE AWARDED BY YOU \$ \_\_\_\_\_  
(Form 990, lines 22, col.A & 23, col.A; Form 990EZ, line 10; Form 990PF, Pt.I, line 25, col.A; Sched. B, line 12, col.A)

DO NOT WRITE IN THIS BLOCK

Payment Received \$ \_\_\_\_\_  
Certificate Issued \_\_\_\_\_  
Certificate End Date \_\_\_\_\_

**SAMPLE**



## Form PC (2)

### QUESTIONNAIRE

All questions must be completed in their entirety whether or not similar questions are answered in an attached federal form. See instructions and definition section for guidance.

1. On what date was the organization created? \_\_\_\_\_  
Where? \_\_\_\_\_

2. What is the form of the organization?  
Corporation \_\_\_\_\_ Unincorporated association \_\_\_\_\_  
Testamentary trust \_\_\_\_\_ Inter vivos trust \_\_\_\_\_  
Other (please describe) \_\_\_\_\_

3. Describe the programs and activities conducted by the organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Has the organization ever been judicially or administratively enjoined or prohibited from operating or from soliciting contributions? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please attach an explanation.

5. List the name, amount of compensation paid and the nature of services rendered by each of the organization's FIVE highest paid consultants providing professional services (e.g., attorneys, architects, accountants, management companies, investment advisors, professional solicitors, professional fundraising counsel).

1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_  
4) \_\_\_\_\_  
5) \_\_\_\_\_

SAMPLE

PLEASE CONSULT THE INSTRUCTIONS AND DEFINITION SECTION  
FOR GUIDANCE IN ANSWERING QUESTIONS 6-11.

6. List the total compensation you provided to your chief executive (e.g., executive director) plus the four other current or former directors, trustees, officers or employees to whom you provided the highest total compensation.

NAME & TITLE	HOURS PER WEEK	SALARY & OTHER INCOME	BENEFIT PLANS	OTHER COMPEN- SATION
1) _____				
2) _____				
3) _____				
4) _____				
5) _____				

**Form PC (3)**

6a. Was any compensation provided to any of the listed individuals which is not quantified above? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach explanation.

**EXECUTIVE COMPENSATION PAID WITHIN A SYSTEM OF RELATED ORGANIZATIONS WILL BE REPORTED AT QUESTION 9 AND IN SCHEDULE RO.**

7. This question involves "Termination of Employment or Change of Control Compensatory Arrangements" with certain "Related Parties" (see instructions and definition section). Report only if payments made or promised to any individual are in excess of four months salary or \$100,000, whichever dollar amount is less.

- (a) Did you make actual payments or otherwise transfer value under such an arrangement to any individual described in Related Party definition, sections (a) or (b), which payments are not reported in question 6 or 6a above?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach a schedule showing payments or other value transferred and to whom.

- (b) Do you have an agreement with any individual described in Related Party definition, section (a) or (b), containing such an arrangement? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach an explanation identifying the individual(s) with whom you have an agreement and describing the terms of each agreement.

8. This question applies to related party transactions, which include transactions with officers, directors, trustees, certain employees, relatives, and organizations they own or control. Please consult the instructions and definition section, for the definition of a "Related Party" and "Indebtedness," before answering. Note that transactions involving related parties must be reported even when there is no accounting recognition (e.g., in-kind gifts, waiver of interest not otherwise reported).

If the answer to any part of Question 8 is "Yes", attach a schedule stating the name and address of the related party, the nature of the transaction, the value or the amounts involved in the transaction, and the procedure followed in authorizing the transaction.

During the year has your organization -

YES NO

- a. Sold or transferred assets to or purchased assets from or exchanged assets with a related party?
- b. Leased assets to or leased assets from a related party?
- c. Been indebted to a related party?
- d. Allowed a related party to be indebted to it?
- e. Made or held an investment in a related party?

**SAMPLE**

\_\_\_\_\_  
\_\_\_\_\_

SAMPLE

(Question 8 cont'd.)

- |  | YES | NO |
|--|-----|----|
| f. Furnished goods, services or facilities to a related party?   | —   | —  |
| g. Acquired goods, services or facilities from a related party who received compensation or other value in return? | —   | —  |
| h. Paid or became obligated to pay wages, salary or other compensation to a related party?                         | —   | —  |
| i. Transferred income or assets to or for use by a related party?  | —   | —  |

9. Was your organization related to any other organization(s) during the reporting year (see definition of "Related Organization")? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, complete Attorney General Schedule RO at page 8 of this form.

10. If any restrictions have been removed during the year from donor-restricted funds, check here \_\_\_\_\_ and attach explanation of procedures followed.

11. If donor-restricted funds have been loaned to unrestricted funds or pledged as security for borrowing unrestricted funds, check here \_\_\_\_\_ and attach explanation.

12. During the fiscal year reported here, did your organization solicit contributions or have funds solicited on its behalf?  
Yes \_\_\_\_\_ No \_\_\_\_\_

13. At any time during the fiscal year following the year reported here, will your organization, or others acting on its behalf, have solicited contributions?  
Yes \_\_\_\_\_ No \_\_\_\_\_

IF YOUR ANSWER TO QUESTION 12 OR QUESTION 13 IS YES,  
YOU MUST COMPLETE SCHEDULES A-1 AND/OR A-2 UNLESS  
YOU ARE EXEMPT FROM THE SOLICITATION CERTIFICATE REQUIREMENT

If you are claiming an exemption, please indicate below which exemption applies to your organization:

- \_\_\_\_\_ (a) a religious organization; or
- \_\_\_\_\_ (b) an organization which (i) does not raise more than \$5,000 during a calendar year or does not receive contributions from more than ten persons during a calendar year; and (ii) carries out all of its



**Form PC (5)**

activities, including fundraising, through unpaid volunteers. (The conditions at both (i) and (ii) must be met for your organization to qualify for this exemption.)

14. Indicate by a checkmark which form (whether or not filed with the IRS) is attached:

IRS Form 990 \_\_\_\_\_ IRS Form 990EZ \_\_\_\_\_ IRS Form 990PF \_\_\_\_\_  
IRS Form 1120 \_\_\_\_\_ Attorney General Schedule B \_\_\_\_\_

-----  
Under penalty of perjury, I declare that the information furnished in this report, including all attachments, is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of President or  
other authorized officer  
or trustee

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and address of preparer: \_\_\_\_\_

THIS FORM, TOGETHER WITH ALL REQUIRED ATTACHMENTS,  
AND A CHECK PAYABLE TO THE COMMONWEALTH OF MASSACHUSETTS  
SHOULD BE MAILED TO:

Division of Public Charities  
One Ashburton Place, Room 1413  
Boston, MA 02108

**SAMPLE**



**Form PC (6)**

**SCHEDULE A-1**  
**Solicitation Activities During Fiscal Year**  
**Covered by this Report**

Name of organization as it appears on page 1 of your Form PC  
Fiscal year covered by this report \_\_\_\_\_

1. List all names used by the organization in connection with the solicitation of funds other than the official name which appears above: \_\_\_\_\_

2. Types of solicitation activities engaged in:

_____ mass mailings	_____ raffle, beano, bingo,
_____ door-to-door	_____ or gaming event
_____ entertainment event	_____ sale of goods other
_____ telemarketing without	_____ than by telephone
_____ sale of goods or ads	_____ individual mailings
_____ telemarketing with	_____ corporate solicitation
_____ sale of goods	_____ grant proposals
_____ telemarketing with	_____ other (explain) _____
_____ sale of ads	

3. Identify the method or methods used for fundraising:

- A. Professional solicitor
- B. Professional fundraising counsel
- C. Commercial co-venturer
- D. Own employees
- E. Volunteers

**SAMPLE**

With respect to categories A, B, and C, furnish names and addresses: \_\_\_\_\_

4. Identify by name and title the individuals who had final responsibility for the charity's custody of contributions (e.g. specific board members or staff members): \_\_\_\_\_

5. Identify by name and title the individuals who had final responsibility for the charity's distribution of contributions (e.g. specific board members or staff members): \_\_\_\_\_

**SCHEDULE A-2**  
**Solicitation Activities Planned for**  
**Fiscal Year Which Follows the Reporting Year**

1. List any names which will be used by the organization in connection with the solicitation of funds other than the official name which appears above: \_\_\_\_\_

**Form PC (7)****2. Types of solicitation activities which you expect to engage in:**

- |  |   |
|--|---|
| <input type="checkbox"/> mass mailings         | <input type="checkbox"/> raffle, beano, bingo   |
| <input type="checkbox"/> door-to-door          | <input type="checkbox"/> or gaming event        |
| <input type="checkbox"/> entertainment event   | <input type="checkbox"/> sale of goods other    |
| <input type="checkbox"/> telemarketing without | <input type="checkbox"/> than by telephone      |
| <input type="checkbox"/> sale of goods or ads  | <input type="checkbox"/> individual mailings    |
| <input type="checkbox"/> telemarketing with    | <input type="checkbox"/> corporate solicitation |
| <input type="checkbox"/> sale of goods         | <input type="checkbox"/> grant proposals        |
| <input type="checkbox"/> telemarketing with    | <input type="checkbox"/> other (explain) _____  |
| <input type="checkbox"/> sale of ads           |   |

**3. Identify the method or methods you expect to use for fundraising:**

- A. Professional solicitor  
 B. Professional fundraising counsel  
 C. Commercial co-venturer  
 D. Own employees  
 E. Volunteers

**SAMPLE**

With respect to categories A, B, and C, furnish names and addresses: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. Identify by name and title the individuals who will have financial responsibility for the charity's custody of contributions (e.g. specific board members or staff members):** \_\_\_\_\_  
 \_\_\_\_\_

**5. Identify by name and title the individuals who will have final responsibility for the charity's distribution of contributions (e.g. specific board members or staff members):** \_\_\_\_\_  
 \_\_\_\_\_

**TWO SIGNATURES ARE REQUIRED**

Under penalty of perjury, we declare that the information furnished in these schedules, including any attachments, is true and correct to the best of our knowledge.

\_\_\_\_\_  
 Signature of President or  
 other authorized officer  
 or trustee

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Treasurer or  
 chief fiscal officer

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

PCF.49

I. Please read the instructions and definition of "Related Organization" carefully before completing this section.

Name	Primary Purpose or Activity	EYE	Net Assets (as of the most recent fiscal year end)			
			A	B	C	D
			Donor Restricted Funds (-) Liabilities	3rd Party Restricted Funds (-) Liabilities	Unrestricted Funds (-) Liabilities	Total Net Assets (A+B+C)

II. List the total compensation paid by your organization and/or any other related organization to your chief executive (e.g., executive director) and to the four other current or former directors, trustees, officers or employees within the system of related organizations identified at I, above, receiving the highest aggregate compensation (see instructions). Use additional lines below to itemize by compensation source.

	Name & Title	Income Source(s)	Salary & Other Income	Benefit Plans	Other Compensation
1.					
2.					
3.					
4.					
5.					

SAMPLE

III. Is asset and/or compensation information for religious organizations and/or certain non-charitable entities related to foundations excluded pursuant to instructions?

# ***Assessing Department Publications***

## **STATUTORY EXEMPTIONS**

Elderly (Clause 41C)  
Surviving Spouse, Minor Children, Elderly, (Clause 17D)  
Veterans (Clause 22)  
Blind (Clause 37A)  
Hardship (Clause 18)  
Surviving Spouse , & Minor Children - Police and Fire Personnel Killed  
In The Line of Duty (Clause 42, 43)  
Tax Deferral (Clause 41A)  
Charitable Organizations  
Religious Organizations

## **PROPERTY TAX**

Everything You've Ever Wanted To Know About Property Taxes

## **TAXPAYER ADVISORY BROCHURE**

Abatement Procedure  
Application Deadlines For Abatement and Exemptions  
Assessment Review  
Explanation of Property Tax bill  
FY Tax Bill Insert General Information  
FY Property Tax Assistance Programs  
Just the Facts  
Mail Address Change  
Personal Property Tax  
Problem Resolution FY Tax Bill  
Proposition 2 ½  
Residential Exemption

## **REPORTS**

Annual FY Report Assessing Department  
FY Facts and Figures

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Materials listed above are available in the Assessing Information Center, Assessing Department, Room 301, City Hall, Boston MA. Taxpayers may obtain copies in person, order by telephone at 635-4287, or order by mail. Please allow 2-3 weeks for mailing.



# Glossary

<b>abatement</b>	A reduction in the assessed value of a property. An abatement is granted where the property is determined to be overassessed, improperly classified or disproportionately assessed.
<b>abatement application</b>	A form, completed by the property owner or its representative and filed with the Assessing Department. The filing of an abatement application is the first step if a taxpayer desires to challenge his or her assessment or tax status.
<b>agricultural property</b>	Property used for agricultural exhibition purposes (M.G.L. c. 59, § 5, cl. 4A).
<b>Appellate Tax Board</b>	A state administrative agency authorized to hear appeals of decisions of local boards of assessors with respect to abatements.
<b>assessment date</b>	January 1 previous to the start of the fiscal year (M.G.L. c. 59, § 11).
<b>Board of Review</b>	A three member board, authorized by Boston City ordinance to review all applications for abatement and exemption, and to make a recommendation to the Commissioner of Assessing relative to appropriate action.
<b>Boston Redevelopment Authority</b>	A quasi-independent agency that oversees planning and development in Boston.
<b>cemeteries</b>	Property used for cemeteries (M.G.L. c. 59, § 5, cl. 12, 13).
<b>Chapter 121A taxation</b>	An alternative excise tax intended to encourage residential, commercial, civic, recreational, historic and industrial projects in areas which are considered to be blighted, decadent or substandard.

**Glossary (continued)****charitable organization**

A literary, benevolent, charitable or scientific institution or temperance society (M.G.L. c. 59, § 5, cl. 3).

**classification**

The division of properties into four classes according to use (residential, commercial, industrial and personal property), and the taxation of residential properties at a lower tax rate than business properties. Classification can be adopted by a city or town at its option (M.G.L. c. 59, § 2A).

**Commissioner of Assessing**

The chief administrator of the Assessing Department.

**exemption**

A release from the obligation to pay all or a portion of the tax assessed on a parcel. An exemption is allowed because of the status of the person or organization.

**exemption qualification date**

The first day of the fiscal year, July 1.

**Form 3ABC**

A list, provided under oath, of all real and personal property of the exempt organization owned as of the assessment date. In order to maintain its tax exemption, an organization must annually file Form 3ABC with the Assessing Department on or before March 1 previous to the start of the fiscal year.

**Form of List**

Documentation of all the taxable personal property of an individual or organization.

**Form PC-1**

An annual report of charitable activities, required by the state and filed with the Division of Charities in the Office of the Attorney General.

## ***Glossary (continued)***

<b>fraternal organization</b>	A society, order or organization operating under the lodge system. (M.G.L. c. 59, § 5, cl. 7).
<b>horticultural organization</b>	An organization organized for the science and art of cultivating flowers, fruits, vegetables or ornamental plants.(M.G.L. c. 59, § 5, cl. 4).
<b>information requisition form</b>	A form on which an applicant for abatement or exemption must provide information necessary for the proper determination of the fair cash value, classification and exemption status of the property. In order to preserve the applicant's right to appeal an Assessing Department decision, the information requisition form must be filed with the Assessing Department within thirty days of the date on which an application for abatement is filed.
<b>leased vehicles</b>	Motor vehicles leased for use. In many cases, vehicles leased by tax-exempt organizations are not exempt from the motor vehicle excise tax (M.G.L. c. 60A, § 1).
<b>market value</b>	Also known as "full and fair cash value," "fair market value" and "one hundred percent value." Defined as the highest price that a property will bring in a competitive and open market, assuming the buyer and seller are acting prudently and knowledgeably, allowing sufficient time for the sale and assuming that the asking price is not affected by undue stimulus.
<b>motor vehicle excise</b>	An excise tax levied by a city or town on residents who own registered motor vehicles. (M.G.L. c. 60A)
<b>municipal services</b>	Services provided by local government to the public, typically, police and fire protection, public works and education.

## ***Glossary (continued)***

**notice of decision**

A notice by the Assessing Department of a decision relative to an application for abatement or exemption. By law, the Assessing Department must act within three months of the date of application of abatement or exemption.

**partial exemption**

In cases where a nonprofit or other tax-exempt organization leases a portion of its property to a taxable organization, or itself conducts some taxable activities on its property, a partial exemption of the property is granted.

**payment in lieu of tax**

An annual contribution to the City by a tax-exempt (PILOT) organization in recognition of the public cost of providing municipal services to exempt institutions.

**personal property**

Physical items not permanently attached to real estate (M.G.L. c. 59, § 4). For example, furnishings, fixtures and equipment used in the conduct of business.

**pro forma tax**

A tax assessed to purchasers of property sold by a tax-exempt organization. The value used in determining the pro forma tax is the sales price. The tax is prorated to reflect the number of days in the fiscal year the property was owned by the new, taxable owner. (M.G.L. c. 59, § 2C)

**real property**

Land and all improvements, such as buildings.

**religious organizations**

Organizations dedicated to religious worship (M.G.L. c. 59, § 5, cl. 10, 11).

**veterans organization**

Organizations of veterans of any war in which the United States has fought (M.G.L. c. 59, § 5, cl. 5).















